



Solicitation Information
21 Jan 05

CR # 7 (Continuous Recruitment)

TITLE: Special Needs Community-Based Services

Submission Deadline: Continuous Recruitment

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| PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 8 Feb 05 at Time: 3:00 PM Mandatory : No Location: Department of Administration / Division of Purchases (Bid Room), One Capitol Hill, Providence, RI |
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Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than 7 Feb 05 at **12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the # CR7 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information

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| SURETY REQUIRED: No |
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| BOND REQUIRED: No |
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Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.us

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Children, Youth and Families, requests letters of interest from qualified firms, individuals and organizations to provide appropriate level of care support services and program development in accordance with the terms of this solicitation and the state's General Condition of Purchase (available on the Internet at www.purchasing.ri.gov). The State intends to provide multiple awards for this service. The scope of work is described herein.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. FAXED, or emailed, PROPOSALS WILL NOT BE CONSIDERED.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative offers will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This is a requirement only for the selected vendor (s).*
- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this solicitation.
- The Offeror should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 222-6253 or visit the website <http://www.rimbe.org>

BACKGROUND AND PURPOSE

Rhode Island's Department of Children, Youth and Families (DCYF) is statutorily designated as the "principal agency of the state to mobilize the human, physical, and financial resources available to plan, develop, and evaluate a comprehensive and integrated statewide program of services designed to ensure the opportunity for children to reach their full potential. Such services shall include prevention, early intervention, outreach, placement, care and treatment, and aftercare programs. The Department shall also serve as an advocate for the needs of children," (RIGL 42-72-5).

The purpose of this Letter of Interest is three-fold:

- 1) to establish a list of certified vendors qualified to provide care and treatment for continual service and program development in meeting the needs of children and youth between the ages of birth and 21 who are developmentally disabled and may also need treatment for emotional, mental or behavioral health disorders (i.e., serious emotional disturbance);

- 2) to identify providers who are able to meet the immediate service needs of children and youth who have a developmental disability and may have a serious emotional disturbance (SED) to prevent psychiatric hospitalization or out of state placement; and
- 3) to establish a continuous collaborative relationship among the Department of Children, Youth and Families (DCYF) and the Department of Mental Health, Retardation and Hospitals (MHRH), Division of Developmental Disabilities and Division of Behavioral Health, to create a continuum of appropriate programs and services to:
 - ⇒ support families who are maintaining their children/youth in their own home,
 - ⇒ provide support and care for children/youth in programs close to their families when they can no longer be maintained in their own home, and
 - ⇒ develop programs for children/youth transitioning from higher intensive levels of care, i.e., psychiatric hospitals or out of state placement.

The DCYF works to ensure appropriate services are provided for children/youth when their families have no other resources, and must seek publicly supported care as a last resort. The Department also provides services and supports for children/youth who have been removed from their homes due to abuse and/or neglect. Supports provided by DCYF for children/youth continue from the time they come into care until they reach the age of 21, if they remain in care past their 18th birthday.

The Department of Children, Youth and Families and the Department of Mental Health, Retardation and Hospitals, Division of Developmental Disabilities and Division of Behavioral Health place strong emphasis on home-based and community-based support services to maintain youth in their homes and communities with the most appropriate and least restrictive level of care. The two departments, in collaboration, are planning to ensure that transition between the youth and adult systems occurs as efficiently and as effectively as possible without disruption in the continuity of care.

Transitioning older youth to the adult system will be integral to the planning process for seamless service continuity. This continuous solicitation seeks qualified vendors to provide individual service types – or a full range of services – within a continuum of care. This effort will encourage expansion of existing community-based care, such as respite and other in home support services. This solicitation also encourages provider interest for developing residential services to meet the needs of developmentally disabled and/or seriously emotionally disturbed children and youth between the ages of birth and 21. Such services include:

- ◇ in home supports; e.g., respite and personal care attendants, etc.
- ◇ therapeutic foster care homes, with the ability to provide nursing support if necessary
- ◇ group care homes

Vendors providing residential services should be accredited through JCAHO, CARF and/or COA. Vendors already certified/licensed by MHRH may be given preferable consideration to be certified by DCYF; and if not already accredited, will be required to become accredited within a year of DCYF certification. Additionally, vendors must demonstrate how they are using and integrating existing services/payment sources, e.g., CEDARR Center services and Managed Care Organization services, etc., into their agency operations as they relate to a continuum of care. For example, are the CEDARR Service Centers used, and if so, in what capacity? How is managed care used to optimize traditional services coupled with wraparound support services?

Populations to be Served -

Qualified vendors will demonstrate an ability to meet the multiple needs of children/youth, male and/or female, who have moderate to severe or profound disabilities including mental retardation, autism, Down's Syndrome, Cerebral Palsy, seizure disorders, etc. Many of these youth may require high levels of medical care, and/or behavioral management. A population of youth between the ages of 13 and 20 is currently in residential settings outside of Rhode Island. It will be necessary to develop a transition plan for their return in-state with the appropriate services and supports. There are also youth living in-state or remaining in psychiatric hospitals for whom development of appropriate residential supportive care is necessary in order to maintain these youngsters within their communities in proximity to their families.

Provider Scope of Services –

Vendors may respond to this continuous request for letters of interest to provide **either** a specific service type - or a range of services - within a continuum of community-based care and/or residential care. This LOI-CR seeks to encourage providers with expertise in program areas throughout varying levels of intensity in order to ensure that a full array of services exist and are available within a larger continuum to meet the full spectrum of need for children and their families. This solicitation, therefore, is offered to identify and develop provider capacity and expertise in both – community-based and residential level of care for this population:

1) Community-based care –

Vendors may respond to this request for letters of interest with a proposal to provide intensive, home-based services to support families with children or youth who have a developmental disability and may also have a serious emotional disturbance.

Community-based care services must include a range of:

- respite-type support (identify the type(s) of respite care to be provided),
- therapeutic recreation (sports activities, karate, specialized camps, etc.),
- parent education (early child development expectations and parenting skills, etc.),
- personal care assistance, etc.

Vendors wishing to become certified by DCYF for these services must demonstrate a competency in the care and treatment of children with a dual diagnosis -- having appropriate staff qualified in the care and treatment of children with developmental disabilities and in the care and treatment of children with psychiatric needs. Providers must demonstrate cultural and linguistic competence, as well as adhere to family-centered practice principles. Proposals should be comprehensive representing the agency's ability and capacity to maintain continuity of care with families and be flexible in the delivery of services in accordance with an individualized family plan.

2) Residential Care -

Vendors interested in submitting a proposal for residential care must represent a continuum with step-down capacity to the least restrictive level of care. The least restrictive level of care will provide effective care consistent with the medically necessary treatment for the youths' developmental disabilities and/or mental, emotional or behavioral disorder, which optimally will be in a home-like setting. Proposals must consider the individuality of youth and their developmental capacities in order to demonstrate program flexibility to meet the changing needs of youth who are developmentally disabled and may have a serious

emotional disturbance. Such proposals will need to have a program design reflective of experience, capacity and demonstrated effectiveness in providing care and treatment services for children and youth who have multiple special needs in relation to developmental disabilities and/or serious emotional disturbance. These services must include:

- therapeutic foster care homes with an ability to provide nursing support if necessary, and
- group care homes.

These programs will be community-based and provide an environment within a home or home-like setting, ensuring care, safety and supervision. Services within the settings will represent:

- levels of care ranging from least restrictive to increased intensity, and
- staffing patterns which are appropriate to address the level of care needs.

Services will also include instruction in **all** of the following:

- functional skill development,
- communication,
- emotional and social development, as well as
- physical and recreational skills,
- domestic responsibilities,
- community awareness,
- adaptive living skills and
- vocational education for older youth transitioning to the adult service system.

Therapeutic foster homes will need to be supported by a network of appropriate wraparound services to ensure that the foster families and children have access to respite services, recreational therapy, behavior management, personal care assistance, etc., as necessary and identified within a care plan. Vendors must demonstrate familiarity with the providers and resources available for children and youth with developmental disabilities, including special education services and transition linkages to vocation rehabilitation and the adult system. Please provide information regarding work (in the past and currently) that you are doing with other programs serving special needs children and youth, and educational systems.

Facilities and Operation -

Any program design must provide comprehensive treatment in a therapeutic environment. Responses must include an overview of the organization's philosophy and experience providing support services; a description of the organization's focus and expertise in working with particular conditions of developmental disabilities and their experience providing care for children/youth with multiple disabilities. These children/youth are also likely to have had or currently be in psychiatric hospital care. Responses to this continuous recruitment LOI should provide an understanding of the psychiatric needs and experiences of these youth, and demonstrate that they have or are developing linkages with Butler and Bradley hospitals in order to ensure continuity of care for youth who may require psychiatric hospitalization. Additionally, providers should demonstrate that they are aware of and familiar with the community mental health centers in order to ensure appropriate support for emotional and behavioral health needs of these youngsters. Responses must include descriptions of how supports and services are determined and provided to children/youth, examples of staff levels

and competencies within the programs, staffing patterns, activity schedules, community involvement, family participation, etc.

Responses must demonstrate a knowledge of and experience with educational transition services that are designed to “promote movement from school to post-school activities, including post secondary education, vocational training, integrated employment (including supported employment), continuing adult education, adult services, independent living, or community participation” (RIGL 16-24-18).

Vendors interested in submitting proposals for residential services should be prepared to develop property and resources necessary to accommodate the proposed program in Rhode Island.

CERTIFICATION

Qualified vendors will become certified by the Department of Children, Youth and Families to provide support services and program development for the population of children and youth who are developmentally disabled and may have a serious emotional disturbance, whose services and care will be supported through the DCYF and at age 21 will be transitioned to the Division of Developmental Disabilities at the Department of Mental Health, Retardation and Hospitals. Vendors that are already licensed/certified with MHRH may be given preferable consideration. Residential programs must be licensed by DCYF. Additionally, the Department encourages applications from vendors that are accredited with JCAHO, CARF and/or COA. Applicants that are not accredited will be expected to become accredited within a year of being certified with DCYF.

SUBMISSIONS

A provider list will be established by DCYF for vendors that are able to offer an acceptable proposal for a program and total maximum cost for procuring property (for residential programs), necessary development and implementation of the program with necessary staff in place. Property development costs should be included in proposals for residential programs.

Responses to this continuous recruitment LOI must detail the time frame within which the vendor expects to be able to have a program fully operational. A detailed budget should be included with the Letter of Interest that gives specific information regarding rates for each level of care/type of service provided and all related expenditures; e.g., property procurement and development, and per diem cost of care and treatment. For older youth nearing transition to adult services, overall care and treatment costs will be expected to be within the same rates for level of support established by the Department of Mental Health, Retardation and Hospitals.

Through this continuous recruitment LOI, the DCYF is establishing a certification list of providers from which the Department will have an ability to select for ongoing program development within the level of care and service continuum for dually diagnosed children and youth who have a developmental disability and may also have a serious emotional disturbance. Multi-agency collaborations; e.g. networks, are encouraged, however a lead agency must be designated in a collaborative arrangement that has the capacity to provide coordination of collaborative partners, act as fiscal agent, and provide oversight activities and service provision.

The DCYF plans to make multiple awards through this continuous recruitment LOI in order to establish the needed capacity within the State. The DCYF will authorize contracts with as many agencies as it deems necessary to meet the State’s needs. The contract(s) will be issued for a

period of five years. *The State reserves the right to cancel, on the anniversary date of the contract, if funding or program performance issues arise. The vendor(s) will be given 60 days advanced written notice of the cancellation.*

Eligibility

1. Contractors or lead agencies must have three to five (3-5) years of documented and demonstrated experience in working with children/youth who have developmental disabilities and/or serious emotional disturbances. Experience must include working with families, providing home-based services, as well as working with other systems and state agencies in service planning and coordination. Experience in transition planning/implementation for youth who have been in long-term residential placement out-of-state and/or in-state is also preferred.
2. The contractor must have experience with Local Education Authorities (LEAs) to ensure the delivery of educational services for youth within their programs; and, knowledge and experience to ensure that education transition services are provided to assist youth with disabilities beginning at age 14.
3. Vendors interested in providing residential programming should have demonstrated ability to purchase and develop property for the purpose of establishing sufficient capacity to meet the needs of the identified population.

Pre-Proposal Questions and Proposal Submission

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the date and time indicated on page one of this solicitation. Please reference CR-7 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

This is a continual recruitment process. At the end of each month, the Division of Purchases will forward all applications received to the Department of Children, Youth and Families for review and evaluation. DCYF will, after review, inform the Division of Purchases of all qualified applicants and also inform the Division of Purchases of all applicants who failed to attain the minimum qualifications score. These evaluations will be made public to all interested parties. The Division of Purchases will create, add to, and maintain this list(s) of qualified providers for Special Needs Community-Based Services for Dually Diagnosed Children and Youth - DCYF.

A Pre-Proposal Conference for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of the responses to this request, will be conducted on the date and time indicated on page one of this solicitation, in the Division of Purchases on the second floor of the Powers Administration Building at One Capitol Hill, Providence, RI.

Responses (an original plus five (5) copies) should be mailed or hand-delivered in a sealed envelope, marked "CR-7 : Special Needs Community-Based Services " to:

By Courier:

By Mail:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

**R.I. Department of Administration
Division of Purchases
P.O. Box 6528
Providence, RI 02940-6528**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered.

Responses must include the following:

1. A completed and signed three-page R.I.V.I.P. Generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at www.purchasing.ri.gov) This form should be in all copies of proposals given to the State.
2. Description of planned programs and details including: philosophy of care for dually diagnosed developmentally disabled children/youth with serious emotional disturbance, and their family involvement, age of youth to be served, type of residential care if that is being proposed, level of support services, staff and staffing patterns, activity schedules, linkages with the Local Education Authorities and with the Office of Rehabilitation Services.
3. Statement of qualifications, including a listing of similar services undertaken and/or similar clients served. Include outline of vendor organization, resumes and qualifications of staff and experience levels.
4. A detailed budget including a statement of rate(s) for levels of support and care based on individual support/need characteristics. The budget should provide in detail a breakdown of all related expenditures; e.g., property procurement and development, the individual levels of support rates (e.g., intensive residential support through least intensive day program/family support service levels); and, a comprehensive per diem rate comprised of the cost for care and treatment.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD-Rom or Disk) Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested.

Evaluation of the responses will be based on evidence of:

1. Competence to perform the desired services by virtue of the experience of the offeror in providing similar services [20%];
2. Qualifications and experience of the staff who would be assigned to perform the services [20%];
3. Quality of program design and services to be provided, as reflected by the quality of the work performed referenced by the offeror's proposal, and evaluation of customers/consumers for whom similar work has been performed, including but not limited to other state agencies, and families of youth. Provide contact names, titles, organizations, and telephone numbers [30%]; and
4. A cost proposal consisting of levels of support/care and all related expenditures; e.g., property procurement and development, and per diem cost of care and treatment [25%].
5. Certification/License with MHRH – vendors that already have this will be given 5%.

Proposals receiving a minimum of 75 total points out of 100 will be granted status as a vendor on the DCYF provider list for dually diagnosed/developmental disabilities – SED programs and services as described in this continuous recruitment solicitation.

The State reserves the right to accept or reject any or all offers, bids, or proposals. The State also reserves the right to make as many awards as necessary as a result of this solicitation, to award on the basis of cost alone, and at all times to act in its own best interest. When an award decision has been reached, all vendors will be notified by mail and a one page scoring summary will be posted on the internet. Do not call the Division of Purchases for an "update".

Cost Proposal Summary

The respondent must detail the time frame within which the program is expected to be fully operational. A detailed budget must give specific information regarding rates for each level of care/type of service and all related expenditures; e.g., property procurement and development, and/or per diem cost of care and treatment. DCYF reserves the right to negotiate this rate and the program design after reviewing responses, if none are acceptable in their original form.

OFFEROR: _____

Provide the per child per day rate for each child participating in the program.

\$ _____.

This rate must be all inclusive. Also provide the budget detail as specified in Attachment A regarding any administrative/general/in-direct costs of any type that are included in the per diem per child rate.

Budget Detail
Administrative/General/In-Direct

| | DCYF Funds | Other Sources of Funds | Total Funds |
|--|---------------|---------------------------|----------------|
| Office Supplies | | | |
| Telephone | | | |
| Employee Travel (Specify Rates) | | | |
| Prof./Staff Development | | | |
| Advertising | | | |
| Licensing, Dues and Subscriptions | | | |
| Accounting & Auditing Fees | | | |
| Legal Services | | | |
| Insurance | | | |
| Medical Supplies | | | |
| Postage | | | |
| Printing | | | |
| Other (Specify Costs) | | | |
| Total Administrative/General/In-Direct | | | |

Note: If there is a request for administrative overhead, you must provide the formula used to arrive at the cost and the actual administrative cost by category.